The Answer Book

cprs
75th Anniversary

Questions and Answers for
CPRS District & Section Leaders

2021 Edition

A Thank You From CPRS

Dear CPRS Leaders,

On behalf of the California Park & Recreation Society State Board of Directors, the Staff and all CPRS members, thank you for your service! We know the time you give to CPRS is valuable and we hope you know it is very much appreciated. CPRS would not be the successful organization it is without strong leaders like you.

The document you have in your hands is your guide for a successful leadership year within your District or Section. It is full of resources, lists, and as the title suggests, answers to your most pressing questions. Please use this resource to its fullest extent, sharing it with your leadership team! If you find a question that isn't answered in this document, let us know. We update this information regularly and all feedback is welcome.

Your State Board of Directors, with the help of our Region and Section Representatives, strives to stay in touch with you. Make sure you reach out to these leaders as they are in place to support you and the activities of your District or Section. Don't forget the staff at CPRS Headquarters (HQ) are here to support you too.

As you embark on your journey as a CPRS leader, remember that everything we do at the Section, District, Region or State level works to help us meet our ENDS and ensure the long term thrivability of the park and recreation profession in California. You are key to this success.

Thank you again for your service!

Sincerely,
Your CPRS State Board of Directors
Your CPRS HQ Staff

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About CPRS

About CPRS

Our Mission

The California Park & Recreation Society's mission is to advance the park and recreation profession through education, networking, resources and advocacy.

Why We Exist

CPRS is the source of resources, tools, advocacy and events that strengthen California's public parks and recreation industry and our professionals. CPRS unites members and creates networks across disciplines and agency boundaries to achieve together what we cannot do alone.

Founded in 1946, CPRS is a nonprofit, professional and public interest organization with more than 4,000 members who:

- Promote health and wellness
- Support economic vitality
- Create recreation experiences
- Foster social cohesiveness
- Support human development
- Protect natural resources
- Strengthen community identity and sense of place
- Facilitate community problem solving
- Promote community livability

CPRS membership is well distributed, with 86 percent of park and recreation agencies in California boasting at least one CPRS individual member.

In the END:

- CPRS exists so that members are successful. These ENDs will be achieved in a manner that represents good value for the resources invested.
- Member Dedication: Members are dedicated to strengthening community
- Member Support: Members have the skills, knowledge, support and networks they need
- Advocacy: Members make effective use of tools needed to position parks and recreation as a vital community service

cprs
advancing california's park & recreation profession

The Role our Districts, Regions & Sections Play

The Role our Districts, Regions & Sections Play

Many times, our Districts and Sections are the first place a member engages in CPRS. You set the stage for an outstanding member experience!

The function and purpose of all Districts and Sections are to (as stated in all Bylaws):

- Provide educational opportunities to members
- Provide networking opportunities to members
- Perpetuate the profession through leadership development
- Support CPRS public policy programs and initiatives

In addition, CPRS Districts and Sections provide a 'community' where members can

- share resources and discuss challenges
- engage in volunteer opportunities
- sharpen leadership skills

Districts

District boundaries were created to distribute our member population around the state. All members are automatically placed within a District, based on the work or personal address given on their membership application. District membership is included in annual CPRS membership dues.

Regions

CPRS' 15 Districts are combined into 5 Regions. This structure brings 3 Districts together to share networking and education resources, broaden communication channels and provide representation on the State Board.

Sections

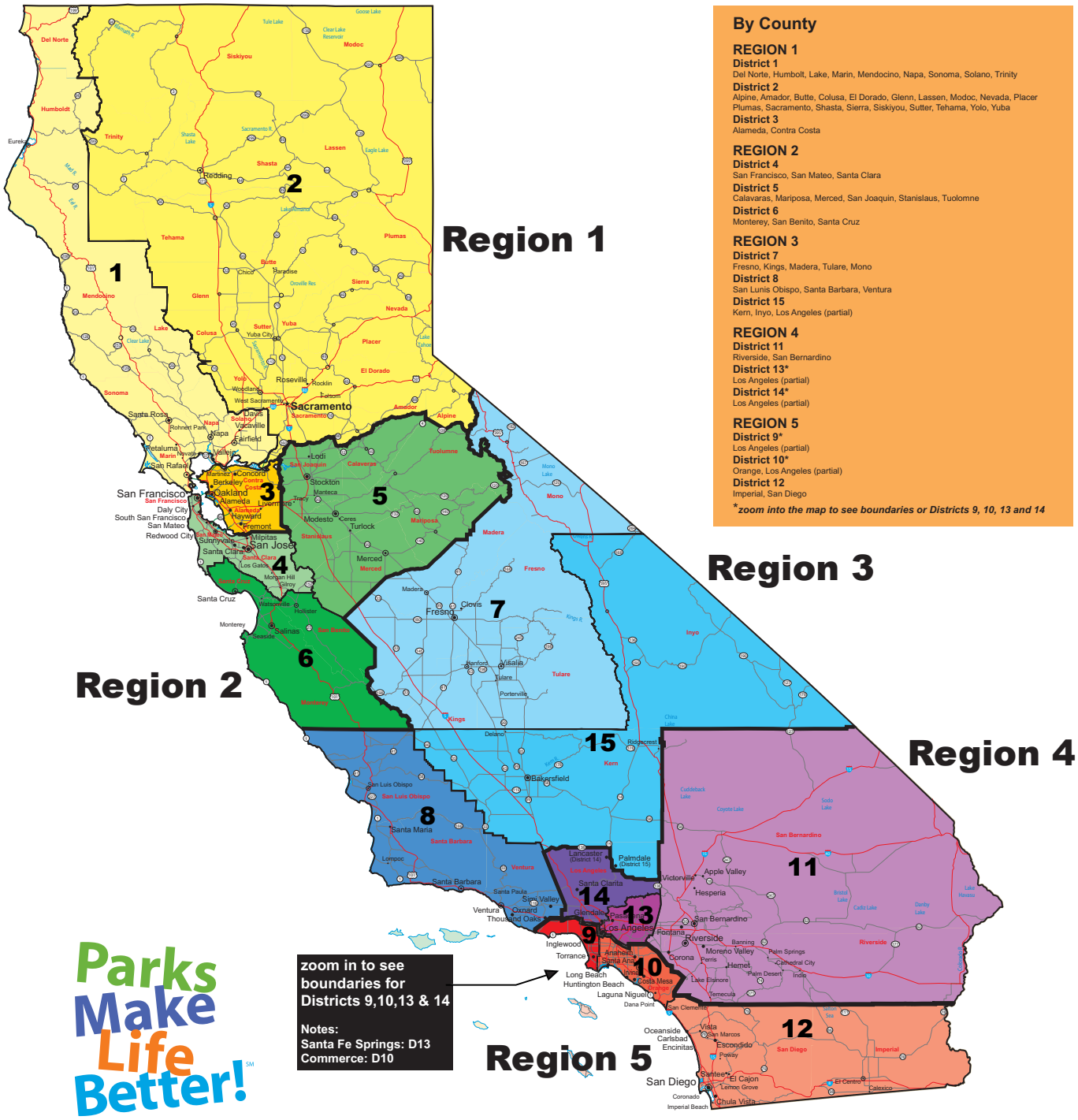
Sections bring members together around a specific job specialty. Members have a choice to join a Section and may join as many Sections as they wish to be involved in. Cost to join a Section varies and is in addition to annual CPRS membership dues. Section fees are determined by each Section and are used by the Section leadership to help defray costs of offering statewide programs and services.

Districts and Sections also provide

- Awards and recognition
- Scholarships
- Statewide Advocacy representation through A-Team involvement

Districts and Sections are a VITAL part of the CPRS Connection!

District and Region Map



By County

REGION 1

District 1
Del Norte, Humbolt, Lake, Marin, Mendocino, Napa, Sonoma, Solano, Trinity

District 2
Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yolo, Yuba

District 3
Alameda, Contra Costa

REGION 2

District 4
San Francisco, San Mateo, Santa Clara

District 5
Calavaras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolomne

District 6
Monterey, San Benito, Santa Cruz

REGION 3

District 7
Fresno, Kings, Madera, Tulare, Mono

District 8
San Lunis Obispo, Santa Barbara, Ventura

District 15
Kern, Inyo, Los Angeles (partial)

REGION 4

District 11
Riverside, San Bernardino

District 13*
Los Angeles (partial)

District 14*
Los Angeles (partial)

REGION 5

District 9*
Los Angeles (partial)

District 10*
Orange, Los Angeles (partial)

District 12
Imperial, San Diego

**zoom into the map to see boundaries or Districts 9, 10, 13 and 14*

Parks Make Life Better!℠

The CPRS Logo

The California Park & Recreation Society provides education, networking, resources, and is the public advocate for California's park and recreation professionals.

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advancing california's park & recreation profession

What does our logo mean?

- Blue represents the resources, best practices, techniques, products and trends we create and gather for park and recreation professionals
- Gold represents our role as the voice of California park and recreation professionals and agencies, government and the media
- Green represents the professional growth of our members as they improve their knowledge of parks and recreation management
- Red represents how CPRS brings park and recreation professionals together across disciplines, agency and regional boundaries to advance professionalism, opportunities for career growth and to encourage collegiality

CPRS Districts and Sections also have their own logos designed to mimic the organization logo and maintain consistent branding across all CPRS events, materials and groups. CPRS maintains a variety of digital formats of all CPRS logos. If you need one, please call or e-mail John Glaeser, john@cprs.org or 916-665-2777.

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cprs district 1 | cprs district 2 | cprs district 3 | cprs district 4 | cprs district 5 | cprs district 6 | cprs district 7 | cprs district 8

cprs district 9 | cprs district 10 | cprs district 11 | cprs district 12 | cprs district 13 | cprs district 14 | cprs district 15

cprs administrators | cprs aging | cprs aquatics | cprs development & operations | cprs educators | cprs recreation | cprs recreation therapy

Governance 101

Governance 101

CPRS State Board

Volunteer leaders are responsible for the direction of the organization and the industry, profession or constituents they represent. The board acts and thinks strategically, setting goals and strategies for the future. Leaders should avoid micromanagement of the organization, maintaining focus on mission and vision.

District & Section Boards

District and Section Boards are 'working boards' whose main responsibility is to provide educational and networking opportunities to members, while supporting CPRS public policy programs and initiatives. These boards help perpetuate our profession through leadership development, awards and recognition and scholarships.

Board Legal Duties

Duty of Care requires leaders to use reasonable care and good judgement in making their decisions on behalf of the interests of the organization.

Duty of Loyalty requires leaders to be faithful to the organization, avoiding conflicts of interest.

Duty of Obedience requires leaders to comply with governing documents such as bylaws, articles of incorporation and policies.

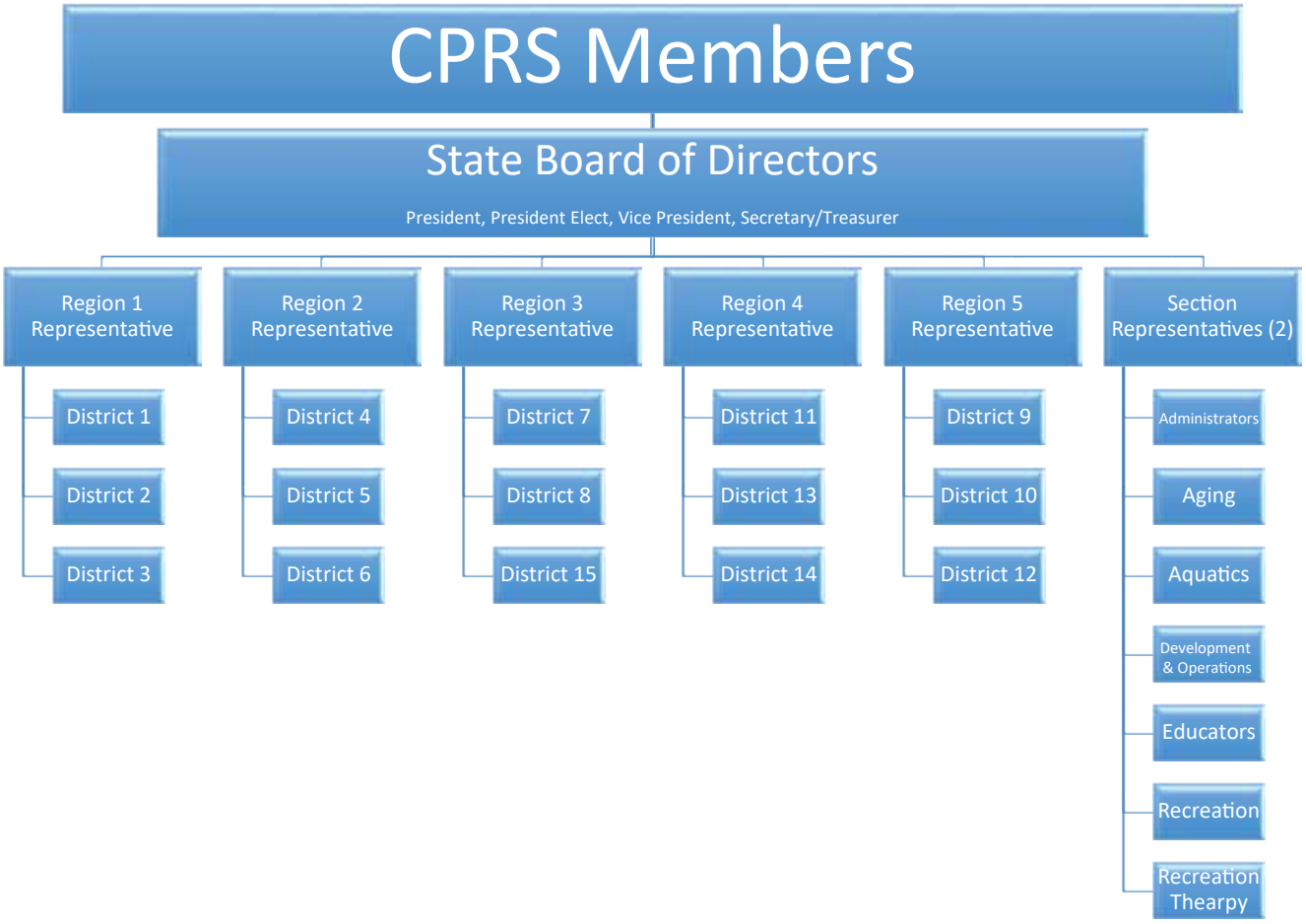
CPRS HQ Team

Paid staff are responsible for the administration of the organization. Staff act as partners to the board, advancing the goals and strategies, while taking care of the daily administrative needs unique to nonprofit organizations.

Take your position as a CPRS leader seriously.
You will help set the direction for
our profession for years to come.

'The board leads…
… the staff manages'

Where are You on the Organizational Chart?



NOTES to District and Section Boards:

Each District and Section Board must, at a minimum, be comprised of:
President, President-Elect, Vice President, Secretary and Treasurer
Additional positions may be elected or appointed, as authorized in each District or Section Bylaws.
Districts and Sections are expected to have 1 representative:

- on each Section Board
- on each District Board
- on the CPRS Advocacy Team (A-Team)

Region and Section Reps are ex-officio (non-voting) members of each District or Section they represent. They are responsible for communication to/from the District or Section to/from the State Board.
Please see The Answer Book or your Resource Manual for more information.

CPRS State Board

CPRS State Board of Directors

The CPRS State Board of Directors is made up of 11 positions:

- President
- President Elect
- Vice President
- Secretary/Treasurer
- Region 1 Representative (Districts 1, 2, 3)
- Region 2 Representative (Districts 4, 5, 6)
- Region 3 Representative (Districts 7, 8, 15)
- Region 4 Representative (Districts 11, 13, 14)
- Region 5 Representative (Districts 9, 10, 12)
- 2 Section Representatives (Administrators, Aging, Aquatics, Development & Operations, Educators, Recreation, Recreation Therapy)

The Board's role is to provide high level guidance and vision to strategically move the association forward, to link with the members and to ensure the ENDS are the overlying factor in decision making.

The Board sets policy and is responsible for development and adherence of its Bylaws.

Meetings

Meetings of the Board are open to all interested members.

Scheduled quarterly, Board meetings take place around the state, ensuring all Districts and Regions are visited.

The Board invites all CPRS members to attend quarterly networking events, hosted in conjunction with their in-person meetings! To learn more about these networking opportunities, connect with any member of the State Board.

Typical Board meeting schedule:
May – Board and Staff Retreat
September – Leadership Check-in Meeting, all District and Section leaders invited
January – Board Education
March – Wrap up with outgoing Board, Orientation for incoming Board

The Board hosts a 'check in' meeting on the 4th Thursday of each month, via Zoom. These 'check in' meetings are typically informational only and used to ensure work of the board is on track between in person meetings.

Should an action item be brought forward for discussion during a monthly 'check in' call, an agenda will be created, supporting reports will be provided as necessary and minutes will be taken.

CPRS District Boards

District Boards

While District Boards may vary in their make-up, the following positions must be in place:

- President
- President Elect
- Vice President
- Secretary
- Treasurer

Additional positions may be elected or appointed, as authorized in District Bylaws.

Districts and Sections are expected to have 1 representative:

- on each Section Board
- on each District Board
- on the CPRS Advocacy Team (A-Team)

Your State Board Region Representative is an ex-officio (non-voting) member of your Board! Please include them in all information distribution!

A District Board's primary role is:

- Linkage with members within their District boundaries
- Align with the goals of CPRS and the State Board
- Provide networking and training opportunities throughout District boundaries

Meetings

Districts must host at least one (1) general membership meeting or training annually.

District Boards must host at least four (4) meetings annually, with at least one (1) meeting in person.

- All meetings of a District Board should be open to all interested members. One meeting should be a board retreat including orientation for new board members and an annual goal setting discussion.
- Agendas should be shared at least one (1) week prior to the meeting, including any pertinent reports
- Minutes should be shared at least 10 days post meeting, including any pertinent reports
- All other pertinent meeting procedures should be outlined in your District Resource Manual

A Great Idea!

Host a 'joint meeting' with your fellow Districts within your Region!

This is a great way to link with other members, share ideas and resources, support one another and strengthen our ONE CPRS philosophy!

CPRS Section Boards

Section Boards

While Section Boards may vary in their make-up, the following positions must be in place:

- President
- President Elect
- Vice President
- Secretary
- Treasurer

Additional positions may be elected or appointed, as authorized in Section Bylaws.

Districts and Sections are expected to have 1 representative:

- on each Section Board
- on each District Board
- on the CPRS Advocacy Team (A-Team)

Your State Board Section Representative is an ex-officio (non-voting) member of your Board! Please include them in all information distribution!

A Section Board's primary role is:

- Linkage with members in 'like' job responsibilities
- Align with the goals of CPRS and the State Board
- Provide networking and training opportunities throughout the state and through their specific segment of the profession

Meetings

Sections must host at least one (1) general membership meeting or training annually.

Section Boards must host at least four (4) meetings annually, with at least one (1) meeting in person.

- All meetings of a District Board should be open to all interested members. One meeting should be a board retreat including orientation for new board members and an annual goal setting discussion.
- Agendas should be shared at least 1 week prior to the meeting, including any pertinent reports
- Minutes should be shared at least 10 days post meeting, including any pertinent reports
- All other pertinent meeting procedures should be outlined in your Section Resource Manual

A Great Idea!

Host a 'joint meeting' with other sections who share similar interests!

This is a great way to link with other members, share ideas and resources, support one another and strengthen our ONE CPRS philosophy!

Board Job Descriptions

Board Job Descriptions

Detailed job descriptions should be included in your District or Section Resource Manual. Duties below outline basic expectations for each position.

All CPRS leaders must represent the best interests of the Society while making decisions that ensure the collective welfare and strengths of the organization.

President

The President serves as the chair of the Board and must encourage personal leadership in other board members and the membership.

- Develop all agendas and chair all meetings
- Communicate with and include Region or Section Representative in all meetings, programs and events
- Perpetuate Board leadership through providing engaging work on the Board, sharing information and actively recruiting future leaders

President Elect

The President Elect works in partnership with the President to carry out the work of the Board, while preparing for their year as President.

- Preside over meetings when President is absent
- Ensure Bylaw compliance and annual reviews
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

Vice President

The Vice President prepares for the ascendancy to the office of President Elect.

- Actively engage in all meetings
- Serve as parliamentarian of the Board, using Sturgis' The Standard Code of Parliamentary Procedures as the parliamentary authority
- Chair the nominations and elections process
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

Secretary

The Secretary serves as the recording agent of the Board. The Secretary and Treasurer functions may be combined into one (1) board position.

- Prepare, submit and maintain minutes of official meetings
- Maintain Board roster / contact list
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

Treasurer

The Treasurer serves as the fiscal agent of the Board. The Secretary and Treasurer functions may be combined into one (1) board position.

- Review and pay expenditures according to policy
- Reconcile bank statements monthly
- Provide timely financial reports
- Develop and report annual financial statements to CPRS HQ by May 31 of each year

Region Representative (State Board only)

One representative each region.
The Region Representative serves a two-year term and represents specific Districts from which they were elected. They serve as a main communication conduit to/from the Districts they represent to/from the State Board.

- Participate in a minimum of two (2) District Board meetings annually including, but not limited to:
  - First meeting of each District Board
  - General membership meeting or training event
- Serve as ex-officio member of each District Board
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

Section Representative (State Board only)

Two representatives.
The Section Representative serves a two-year term and represents specific Sections. They serve as a main communication conduit to/from the Sections they represent to/from the State Board.

- Participate in a minimum of two (2) Section Board meetings annually including, but not limited to:
  - First meeting of each Section Board
  - General membership meeting or training event
- Serve as ex-officio member of each Section Board
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

All other board position descriptions should be included in your District or Section Resource Manual.

Bylaws and Resource Manuals

Governing Documents

There are four main documents that will help you have a successful year as a CPRS Leader:
#1 – Your Bylaws
#2 – Your Resource Manual
#3 – Our Standards of Conduct
#4 – The Answer Book

Bylaws

Think about your Bylaws like this… they are the framework upon which your District or Section is built. Bylaws are both a legal document and a roadmap for your District or Sections actions. When you have a question about elections, consult your Bylaws. When you can't quite remember the duties of your Board, consult your Bylaws. Trying to remember how many board members you must have vs how many you may have? Consult your Bylaws.

Bylaws should be reviewed annually, if for no other reason than to make yourself familiar with them. We recommend that the Secretary/Treasurer position(s) be assigned Bylaw reviews; this person should bring any questions or suggested updates to the District or Section Board for further review.

Bylaws should be kept basic, providing just the information needed to keep the framework intact and stable. As Bylaws require a vote of the membership to change, they should not include information that changes frequently i.e. specific programs or events, dates, or personal information.

Updating Bylaws – the Process

- District or Section Board reviews its Bylaws and finds a suggested edit
- A report outlining the suggested edit is shared with the State Board Secretary/Treasurer for review; this is the perfect time for further discussion and clarification around the suggested edits
- State Board Secretary/Treasurer shares report with the State Board for further discussion
- State Board approves suggested edits
- Suggested edits go to a vote of the membership affected by the change
- Bylaws are updated by the District or Section requesting the change

Resource Manuals

If the Bylaws are the framework, then your District or Section Resource Manual represents the walls, furniture, and decorations that make each District or Section unique!

Create a Resource Manual that makes sense for your District or Section. Include items such as specific programs or events you provide; what registration options you prefer; who does what role within your board structure.

Your Resource Manual should also be reviewed annually; it's a great idea to assign this task to a board member. As Resource Manual changes do not require a vote of the membership, the Board may make changes as they see fit.

Need help developing your Resource Manual? Connect with your Region or Section Representative! They can share other District or Section resource manuals with you and are a great resource for items to place in your manual.

Voting/Election Process

Elections

Districts and Sections are invited to participate in electronic voting for their board election. To maintain the integrity of our elections, ALL elections must be run through the CPRS HQ electronic voting system.

Election Cycle and Tiered Pricing:

The earlier District and Section ballot information is received at the CPRS office, the less it costs! Fees help cover the cost of our secure 3rd party voting system.

Candidate information received:

in November	Free!
by mid-December	$ .50 per voting member
by late-December	$ .75 per voting member
after January 1 (pricing 2021; subject to change)	$1.00 per voting member

The ballots for the State Board of Directors, District and Section boards will be sent to voting members by mid-January.

We highly encourage you to follow this election cycle! Should a District or Section require an election outside of the January cycle, additional fees may be incurred.

Standardization of Ballot Information:

The following information must be submitted at the same time for each candidate being placed on a ballot:

Required candidate information:

- candidate name
- current job title
- agency name
- candidate statement, not to exceed 100 words

Send questions regarding eligibility to Susan Wipf, CPRS Director of Marketing & Membership, susan@cprs.org, 916-665-2777.

Electronic Voting Staff Contact: John Glaeser, CPRS Director of Communications, john@cprs.org, 916-665-2777.

Policies

The Financial Stuff

District and Section Boards have an obligation to ensure the fiscal integrity of the income received and the manner in which monies are secured and expended.

IRS Classification
CPRS is classified by the IRS as a 501(c) (6) organization (a trade association). Each District and Section is thusly classified the same.

- Contributions to Districts and Sections are not deductible as charitable contributions; this includes donated items for prizes. You may not give a vendor a receipt for a charitable donation.
- Dues may be deducted as a normal business expense (except to the extent they support certain political or lobbying activities).

Federal Tax Identification Number
CPRS has a federal tax identification number as does each District and Section. The District and Section tax ID number should appear on W-9 (request for taxpayer ID) forms and on all bank accounts opened for the District or Section. To receive your federal tax identification number, contact CPRS HQ, tammy@cprs.org, 916-665-2777.

Required End of Year Financial Reporting
Section 6104 of the Internal Revenue Code requires CPRS have all financial information available for inspection as a not-for-profit organization. Each District and Section must send in an annual end-of-year financial report by May 31st to CPRS HQ, 7971 Freeport Blvd., Sacramento, CA 95832, Attn: Tammy Campos, Director of Finance.

> If your District or Section has annual gross revenues over $50,000, a separate tax return must be filed. CPRS staff and our CPA will process your tax return.

Fiscal Year Period

- The fiscal year for CPRS and all Districts and Sections is May 1st to April 30th. There is no deviation of these dates.

Bank Accounts

- Need help opening a bank account? Call Tammy at 916-665-2777.
- Each bank account must be opened, closed, or changed only with the formal approval of your Board (record action in the meeting minutes).
- Each account should have two or three people authorized as signers on the account. Signers must be formally approved by your Board (record action in the meeting minutes).
- Bank statements should be mailed to, opened and approved by someone other than the Treasurer; that person can then forward the bank statement to the Treasurer to reconcile the statement and for filing.

> Bank account(s) reconciliations should be done each month by the Treasurer. The President should receive a copy of the bank reconciliation.

- A report of the bank accounts & balances should be presented at Board meetings by the Treasurer.

Note: ATM or check cards connected to your bank account(s) are not advised.

Receipts

- Your Treasurer should keep a copy of all deposits, including copies of the checks included in each deposit.
- Keep copies of all related forms that include payments made by the District or Section.
- For events where it is expected cash will be used, the District or Section should establish check & balance procedures prior to the event.

> Two people should handle cash together, including separately counting the cash at the beginning of the event and at the end. They should also verify the deposit with their signatures before forwarding the deposit to the Treasurer.

Check Processing

- All checks written must be accompanied by a check request form noting the expense item, the vendor, the amount and date. It is encouraged the check number be written on the check request form once the check is written.

> A check request must include original receipts or invoices. The person requesting a check should **not** also be the person approving the check request.

The Financial Stuff

Check Signing

- A check request must be approved in advance by someone other than the person who is writing the check.
- The District or Section board may require two signatures for each check, but it is not required.
- An individual must never sign a check or check request made payable to them. This will eliminate any doubt of an inappropriate expenditure from the signer.

Credit Card (should one be used)

- ATM or check cards connected to your bank account(s) are not advised.
- Each credit card should be opened or changed only with the formal approval of your Board (record action in the meeting minutes).
- Each credit card account should have two or three people authorized as signers on the card. Signers should be formally approved by your Board (record action in the meeting minutes).

> The monthly credit card statement should be sent to someone other than the person responsible for paying the bill.

- A detailed receipt must be supplied for every transaction.

> Every credit card transaction must be approved in advance by someone other than the person paying the bill.

Financial Statements

- Financial reports should be presented to your Board at each meeting.

> A year-end financial statement must be mailed to CPRS HQ by May 31st of each year.

- Gross revenues over $50,000 within a fiscal year require reporting to the Internal Revenue Service (IRS).

IRS Guidelines for Business Record Retention

One Year

- Duplicate Deposit Slips
- Purchase Orders (other than Purchasing Department copy)
- Correspondence with Customers and Vendors
- Requisitions

Three Years

- Petty Cash Vouchers
- General Correspondence
- Internal Audit Reports
- Internal Reports

Six Years

- Accounts Payable Ledgers and Schedules
- Vouchers for Payments to Vendors, Employees, etc.
- Copies of Purchase Orders
- Expense Analysis and Expense Distribution Schedules
- Auto Mileage Logs
- Travel and Entertainment Records
- Invoices to Customers
- Inventories of Products, Materials, Supplies
- Accident Reports, Claims
- Bank Statements and Reconciliation's
- Cancelled Checks

Permanently

- Tax Returns and Worksheets
- Annual Financial Statements
- Cash Books, Charts of Accounts
- Cancelled Checks for Important Payments (especially tax payments)
- Contracts, Leases Currently in Effect
- Current Accident Reports
- Corporate Documents (incorporation, charter, by-laws, etc.)
- Legal Records, Correspondence and Other Important Matters
- Minutes Boards of Directors
- Financial Journals

Conflict of Interest

In their capacity as directors, officers, chairs, and key employees, the individual leaders of the California Park & Recreation Society ("CPRS"), including its State Board of Directors ("State Board"), its District and Section Boards, Committees, Task Forces, and its employees must act at all times in the best interests of CPRS.

This policy shall cover any volunteer, whether a director, officer, committee member or other unpaid person working on behalf or at the behest of CPRS and its employees.

This policy minimizes the risks to CPRS and its volunteers by establishing a mechanism to recognize and respond to conflicts of interest, potential conflicts of interest and apparent conflicts of interest of individuals that may occur in the day-to-day business of CPRS.

A Conflict of Interest

A conflict of interest may arise in any circumstance that may compromise the ability of an elected or appointed director, officer, or key employee to make unbiased and impartial decisions on behalf of CPRS. Such circumstances may involve family relationships, business transactions, CPRS communications, professional activities, or personal affiliations.

"Conflict of interest" is defined as a transaction in which, because the individual is either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict between the individual's obligations to CPRS and the individual's personal or business interests. There is an implied duty of loyalty that commands that individuals be faithful to an organization's best interests and not use their organizational position or knowledge to advance a personal or business related agenda at CPRS' expense.

Examples of conflicts of interest may include but are not limited to:

- An individual or staff has a financial interest in a company that would benefit from the output of the group they are working with
- An individual who is an officer, director or staff participating in the development of a standard or project that specifies how companies may benefit from some aspect of that standard or project
- An individual who is an officer, director, or staff who is on an awards committee reviewing a recommendation for a company that competes with the company they work for
- An individual who is an officer, director or staff who has the authority to post messages, announcements or documents to the CPRS communities

Mandatory Disclosure Facilitation

The State Board requires each District and Section elected and appointed director, officer, committee, regent, and task force chair, and its employees to complete and submit an annual Statement of Disclosure detailing any facts or circumstances that might constitute a conflict of interest. The State Board further requires all elected and appointed directors, officers, and its employees submit an amended Statement of Disclosure to reflect any material changes or additions to the submitted information that may arise during the course of the year. Officers, directors, and key employees are encouraged to err on the side of disclosure and to report any set of circumstances that may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.

A Statement of Disclosure form will be distributed by CPRS each May to the State Board, presidents of CPRS Districts and Sections, State Committee and Task Force Chairs, and its employees. This form is to be completed **annually** no later than May 31st.

How Conflicts are Identified

The State Board[1] will review each Statement of Disclosure for any set of facts or circumstances that may reflect an actual, potential or apparent conflict of interest. The applicable reviewing authority may request the assistance of legal counsel to identify potential conflicts. When evaluating a particular set of facts or circumstances, the reviewing authority shall consider the following non-exhaustive list of factors that may indicate a conflict of interest:

- Solicitation or acceptance of gifts or other items of value that may create an appearance or expectation of special treatment in CPRS;
- Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
- Situations in which a director, officer or key employee may be divided between personal or business interests or the interests of another entity (business or organization) and the best interests of CPRS and/or its members;
- Business, professional, or other activities that would materially and adversely affect CPRS, its Districts or Sections, either directly or indirectly; and,
- Any arrangement in which a director, officer or key employee provides goods or services to CPRS as a paid vendor.

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1 *The State Board will determine specific officer(s), Audit Task Force, or other individual(s) to review the annual disclosure forms and report any perceived or real conflicts.*

Conflict of Interest

How Conflicts are Resolved

If the State Board or other board appointed reviewing authority identifies an actual, potential or apparent conflict of interest, it may take one of the following actions to resolve such conflict:

- *Waive* (take no action) the conflict of interest as unlikely to affect the director's, officer's, or key employee's ability to act in the best interests of the organization;
- Determine that the individual should be recused (individual asked to not participate) from all deliberations and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete programs or activities; or
- Determine that the individual director or officer should resign from his or her service to CPRS. This course of action should apply when the conflict of interest is so pervasive that the director or officer would likely, seldom or ever, be able to act solely in the best interest of the organization.

Should an individual be asked to be recused from decision-making or resign from their position, that person may make a presentation to the State Board but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.

If the State Board has reasonable cause to believe a member covered under this policy has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the State Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

The State Board reserves final authority over the resolution of all conflicts of interest involving any individual covered under this policy.

Individuals Covered Under this Policy May Do Business with CPRS

A conflict of interest exists any time a State Board, District, or Section director, officer, or its employee seeks to enter into a business relationship with CPRS. Similar conflicts of interests may arise through family members or through organizations in which directors, officers or key employees serve in a leadership, employment, or ownership capacity.

Such conflicts do not, however, necessarily preclude business relationships with CPRS, its Districts or Sections. The following procedure is designed to resolve conflicts of interest whenever a director, officer, key employee, or a related party, seeks to provide goods or services to CPRS as a paid vendor or contractor:

- The director, officer, or employee must promptly disclose the intent to enter into a business relationship with CPRS, either to the State Board or its designated authority, or both.
- The director, officer, or employee must recuse himself or herself from all deliberation, debate, and voting related to the contemplated business relationship.
- If the value of the transaction exceeds $1,000, CPRS must solicit proposals or applications from a broad range of other qualified candidates for the product, agreement or contract under consideration.
- The State Board or reviewing authority must determine without the presence or participation of the director, officer, or employee under review, that the transaction is fair and in the best interest of CPRS.

If the State Board approves the business relationship under consideration, the director, officer, or employee may not participate in any process by which his or her performance as a vendor or recipient is evaluated, or in any such evaluation of a related party.

Notification of this Policy

The State Board shall review this policy annually at the District/Section Summit. Each Region and Section Representative shall discuss this policy with each of the boards they represent. This policy shall be posted on the CPRS website for all members to access.

Retention of Policy Disclosure Forms

A copy of each completed Statement of Disclosure form shall be retained at CPRS HQ for viewing by CPRS members through the individual's term of office plus one year.

Member Privacy Policy

CPRS strongly believes in protecting the integrity and privacy of personal information gathered from our members and visitors to our Website (all hereafter referred to as members). Since the protection of member privacy is of the greatest importance to us, we have created this privacy policy to communicate our practices regarding the collection and dissemination of personal information that can be linked to a specific individual, such as a name, address, phone number, e-mail address, or any other information, provided to us by our members.

How we protect member information:
CPRS is extremely protective of the information gathered through its members and Website. Our Website has security measures in place to protect against the loss, misuse or alteration of the information under our control. Our web server is located in a locked, secure environment.

When members register for events online, we use a secure server and encryption to protect member financial and other personal information given during the transmission.

CPRS does rent its mailing labels to park & recreation agencies, like-minded organizations and vendor companies. These agencies, organizations and vendor companies are provided with mailing labels which include member name and preferred mailing address. These agencies, organizations and vendor companies must sign a contract agreeing to a one-time only usage of the labels. We carefully screen each mailing before we rent the labels and monitor information being sent to our members. CPRS member information is never released to external entities for the purpose of list exchanges.

How we use the information gathered when you become a member of CPRS or use one of our online services:
We gather contact information when members join CPRS, attend conference or other CPRS events, conduct directory updates, or when members register online. We use this information to send members legislative updates and action alerts, information about CPRS programs, events and activities, volunteer opportunities and membership renewal notices and for mailing label rental purposes.

How to correct member information provided:
You may correct and/or change any information regarding your member information by logging on to www.cprs.org or by contacting our member services at susan@cprs.org or via phone 916-665-2777 or via US mail at 7971 Freeport Blvd., Sacramento, CA 95832.

How to unsubscribe from e-mail and mailing lists:
CPRS members may easily and quickly unsubscribe to any CPRS communication, whether receiving it via e-mail or US mail. Those wishing to opt out of receiving e-mail communications from CPRS ("no e-mail"), or from being included in label rentals with like-minded organizations ("no outside distribution") can simply contact our membership services at susan@cprs.org or via phone 916-665-2777, or via US mail at 7971 Freeport Blvd., Sacramento, CA 95832 and request removal from the e-mails or labels.

How members receive e-mails and electronic newsletters from CPRS:
Members will receive electronic newsletters from CPRS if they have an active membership status. Members will also receive e-mail from their selected District and/or Section. All e-mails are sent from the CPRS office or secure Website to ensure member e-mail privacy. From time to time we may send out e-mails on behalf of like-minded organizations, but we do not provide them with access to member e-mails. At no time will CPRS sell our member's e-mail address(es).

In order to provide members with better and more relevant information, we may compile information about e-mail response and Website usage. This information helps us to better understand our members' site usage patterns and also what types of content and information may help improve our members' experience on the CPRS Website.

All e-mails sent contain a link to unsubscribe or to modify a member's profile. Requests to unsubscribe are processed upon notification. Members may subscribe or unsubscribe to any newsletter or e-mail communication from CPRS at any time.

Disclosure Requirements
The CPRS Candidate PAC and CPRS Initiative PAC are required to disclose some personal information to federal or state government authorities. For example, State law and regulation requires us to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions are in excess of $100 in a calendar year.

How to contact us about privacy issues:
If you have any questions about our privacy policy, the information we have collected from you online, the practices of CPRS or your interaction with the CPRS Website, send an e-mail to: Stephanie Stephens, Executive Director, stephanie@cprs.org or Susan Wipf, Director of Marketing & Membership at susan@cprs.org. You may also call us at 916-665-2777.

Alcohol Policy

This policy is applicable for CPRS state, region, district or section events.

1. The CPRS Board of Directors, District or Section Officers, and staff are responsible for assuring the CPRS Alcohol Policy is vigorously enforced.

2. CPRS is a socially and legally responsible organization and will not tolerate:
   a. The serving of alcohol to minors.
   b. The use of CPRS membership funds to be used to purchase alcohol.
   This policy does not prohibit CPRS or a CPRS entity from seeking sponsorships or support from outside source(s) to provide alcohol at a CPRS event. If outside funds are used to provide alcohol, the source of the funds should be clearly identifiable in the financial statement for the event.

3. All personnel involved in the event (the CPRS event chair, Board of Directors, District or Section Officers, and staff) should assume responsibility for the enforcement of these rules. In particular, any event chair, leadership or management personnel who notice any individual who appears to have had too much to drink shall take appropriate corrective action. If necessary, the CPRS Board of Directors shall determine if appropriate action was taken.

4. All CPRS events shall agree to abide by these rules and to obey the directions of any responsible CPRS person. Any refusal to obey these rules may subject the offender to appropriate disciplinary action as determined by the CPRS Board of Directors.

5. The CPRS District or Section Officers or staff shall ensure that all appropriate government licenses and insurance are in effect to cover the District, Region or Section function. The CPRS staff is responsible for any state wide function. The CPRS Director of Finance may answer any insurance questions and/or provide proof of insurance coverage should it be required. To reach the Director of Finance, call 916-665-2777 or e-mail tammy@cprs.org.

6. Where feasible, a professional bartender shall be employed to serve members and guests at any CPRS function when alcohol is served. If it is not feasible to employ a bartender, a responsible adult (who must be over 21 years of age) shall be designated as the server of alcohol. In either case, the server shall be instructed in writing not to serve anyone who is underage or who appears to be intoxicated. The server shall not consume any alcohol while serving as bartender.

7. Whenever feasible, the event chair shall obtain an agreement from the venue owner, operator or server defending and holding harmless CPRS from any liability arising from the serving of alcohol.

8. Any cost of alcohol liability (where not covered by CPRS general liability insurance) shall be from the event budget, prior to the signing of the event site contract. The Executive Director shall determine that said insurance is purchased (if necessary) as part of that contract.

9. The CPRS event chair shall ensure that a sufficient amount of food and non-alcoholic beverages are available. It is recommended self service stations with water and ice be provided.

10. All events that involve a bar where CPRS is being directly billed shall be on a cash basis only.

11. It shall be the responsibility of CPRS staff to forward this policy to the CPRS Board of Directors, each CPRS District, Section, and committees.

CPRS does not accept advertising from alcohol or tobacco companies.

Any questions regarding this policy may be clarified by contacting the CPRS Director of Finance, Tammy Campos, at 916-665-2777, or tammy@cprs.org.

Board, Volunteer and Staff Travel Policy

Allowable and Reimbursement of Expenses Incurred On Official Society Business

The following policies shall apply to all authorized Board members, volunteers and staff who travel on official Society business.

The Society will reimburse Board members, volunteers or staff for official business if authorized or budgeted using the following guidelines:

- Requests for reimbursements, with appropriate receipts, must be received in the Society office within 30 days of incurring authorized expenses.
- Request for reimbursement must be presented using the Society check request form, available from the CPRS office and/or via the CPRS online library.
- The Society will not reimburse any Board member, volunteer or staff for alcoholic beverages or personal entertainment.

Transportation By Car

- Mileage reimbursement shall be at the current IRS rate per mile for a private car, using the most direct and economical route that allows participation in the entire meeting (Call to Order to Adjournment).
- Parking and overnight garage fees are reimbursable, with proper receipts.

Transportation By Air

- Airfare shall be reimbursed, using the most direct and economical flight that allows participation in the entire meeting (Call to Order to Adjournment).

Cancellation of airfare

In the event a Board member, volunteer or staff member must cancel their airfare, the cancellation must occur prior to the scheduled flight departure and meet airline refund policies. All cancellation and/or re-booking fees are the responsibility of the member and will not be reimbursed by CPRS.

Choosing Car vs Air

Should a Board member, volunteer or staff member choose to drive their personal vehicle when a flight is the most economical route, the individual will be reimbursed mileage not to exceed the amount of the cost of the flight as if booked 21 days prior to travel.

Other transportation incidentals eligible for reimbursement

- Standard public transportation, taxi, shuttle or other transport to and from airports / hotels / meeting location, with proper receipts.
- Reasonable gratuity on said incidentals.

Lodging

- Room and tax for lodging for authorized individuals may be paid by CPRS.
- All incidentals are the individual's responsibility. The hotel will require a personal credit card upon check in.
- The Society will pay for overnight accommodations for Board members and volunteers if that individual drives more than 50 miles from the site of the meeting to/from their residence or work address.

Meals

- Board members, volunteers and staff may receive a daily per diem of $74.00.
- Meal reimbursement is based upon the time of departure/ return and if the meeting or event sponsor provides meals.
- Reimbursement is to include both tax and tip (receipts are not required):

Breakfast	$16.00
Lunch	$22.00
Dinner	$36.00
Total	$74.00

This per diem reimbursement will be strictly adhered to for CPRS related travel.

It is recommended clarification of reimbursable travel expenses be obtained from the Executive Director prior to the travel to avoid misunderstandings.

ADA Compliance

What Districts & Sections Need to Know

In an effort to make all attendees, speakers, volunteers and staff feel welcome and able to fully participate in all CPRS events regardless of ability, we recommend the following guidelines be followed:

1. Ensure each facility used for a District or Section event is ADA compliant.
2. Include a question on all event registration forms asking if the attendee requires any special accommodations. This may include learning accommodations (i.e. ASL interpreters, hearing devices, nursing room, wheelchair access) or dietary needs (i.e. gluten free, vegan, etc). You may include a deadline for such requests, to assist event planners in making these special accommodations; please include the statement 'If a specific accommodation is not requested in advance, it may not be provided onsite'.
3. Learning accommodations should be a budget expense item for your events.

For more information:

Americans with Disabilities Act Document Center, https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf

Here's a great blog outlining how to make your events Accessible and Inclusive! https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf

CPRS Member Standards of Conduct

Nearly 40 million Californians look to their local park and recreation professionals to help them enhance their quality of life. Over 4,000 park and recreation professionals engage with the California Park & Recreation Society (CPRS) for the education, resources and leadership opportunities they need to fulfill this great public need.

CPRS has the responsibility to serve its members and the public with integrity. To fulfill this responsibility, CPRS' membership of professionals, volunteer leaders and industry partners are committed to ethical standards that promote the goal of transforming society for the better.

To join CPRS in any of these capacities is to commit to work in accordance with its ethical standards and to encourage the development and implementation of the ethical standards within the entire field of parks and recreation.

These Standards of Conduct embody aspirational ethical standards. The aspirational ethical standards describe the conduct that individuals strive to uphold as CPRS members. Although adherence to the aspirational ethical standards is not easily measured, conducting ourselves in accordance with these ethical standards is an expectation that members should have of themselves and our colleagues as professionals. Among the aspirational ethical concepts which these Standards of Conduct embrace, are those of **respect, responsibility, fairness** and **honesty.**

Respect is demonstrating a high regard for one's self, others, and the resources entrusted to them. Those resources may include people, money, reputation, the safety of others, and natural or environmental resources. An environment of respect engenders trust, confidence, support, and performance excellence by fostering mutual cooperation — an environment where diverse perspectives and views are encouraged, considered and valued.

Responsibility is taking ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result from our decisions and actions.

Fairness is making decisions and acting impartially and objectively. A member, leader or industry partner's conduct must be free from competing self-interest, prejudice, and favoritism.

Honesty is understanding the truth and acting in a truthful manner both in one's communications and in one's conduct.

Core Ethical Standards

As a CPRS member, one should aspire to:

- Respect and uphold public laws that govern one's work
- Be honest in conducting the member's business
- Respect the confidentiality of information gained through one's work
- Act fairly in conducting one's business and in membership interactions
- Foster an ethical culture through one's work
- Take responsibility for one's conduct

All CPRS members aspire to demonstrate ethical conduct by acting in the manner described in the following CPRS Core Ethical Standards.

Respect and uphold public laws that govern one's work

- Know and abide by the laws and regulations that govern the profession and that of his/her community.
- Encourage all stakeholders and partners to respect and uphold the law.
- Ensure all contractual dealings are conducted fairly and in compliance with the law.

Be honest in conducting the member's business

- Strive to create an environment in which others feel safe to tell the truth.
- Be honest and accurate in communications and in conduct particularly when describing one's knowledge, experience, expertise and credentials.
- Demonstrate transparency in the decision-making process and disclose all potential and actual conflicts of interest.
- Follow the Society's policies and procedures in the acceptance of commissions, compensation or other benefits in connection with the scope of the Society's membership benefits.

Respect the confidentiality of information gained through one's work

- Protect confidential information, including information that is in the possession of staff or volunteers whose service to the association is ending.

Act fairly in conducting one's business and in membership interactions

- Serve the interest of both the member's organization and CPRS through fair, honest and courteous dealings that help advance the park and recreation profession.
- Advance, support and promote CPRS membership and the profession of parks and recreation through word and deed.

CPRS Member Standards of Conduct

- Approach directly those persons with whom one has a conflict or disagreement, when appropriate.
- Conduct ourselves in a professional, courteous and respectful manner in all business and membership interactions.
- Maintain and constantly reexamine our impartiality and objectivity, taking corrective action as appropriate.
- Actively encourage equitable access to opportunities in association membership, volunteer engagement and development, meetings, events, and activities.
- Abstain from behavior that reflects poorly on one's organization, CPRS, and the membership. Such conduct includes but is not limited to: actions disrupting businesslike atmosphere, harassment, discrimination, inappropriate language, bullying, and activities that may endanger self or others.

Foster an ethical culture through one's work

- Model and encourage the integration of ethics into all aspects of management of the agency which employs the member.
- Pursue the objectives of the agency that employs the member in ways that are ethical.
- Employ practices that exemplify 'Social Responsibility' as it pertains to both the human and environment conditions.
- Respect diversity and foster inclusion in all aspects of one's work.
- Build strong relationships with all to enable a culture of integrity and uncompromising ethics.
- Members inform themselves about the norms and customs of others and avoid engaging in behaviors they might consider disrespectful.
- Listen to others' points of view, seeking to understand them.
- Provide accurate information in a timely manner.
- Make commitments and promises, implied or explicit, in good faith.

Take responsibility for one's conduct

- Exhibit professional conduct that is a credit to CPRS, one's employer and one's self, and strive to continually advance personal knowledge and achieve higher levels of excellence in one's profession.
- Follow the established standards of the park and recreation profession and CPRS' Standards of Conduct.

Meetings & Events

How Can I Run an Effective Meeting?

"Effective meetings don't happen by accident, they happen by design"

Meeting leadership is vital to the effectiveness of your Board

Know Your Environment

- District/Section geography
- Traffic patterns
- Facility resources
- Attitudes and perceptions of members
- Acknowledge time constraints
- Conduct SWOT analysis

Lead by Example

- Start with the end in mind (Communicate CPRS Ends)
- Connect personally with District or Section board members
- Demonstrate accountability
- Listen carefully to others
- Give the unengaged member a voice
- Apply a future focus
- Ask for input/feedback from represented groups
- Model the role of advancing California's park and recreation profession and highlight how "Parks Make Life Better!®"

Activate your Board

- Engage the entire Board during meetings
- Link Board work to meaningful outcomes
- Create individual accountability
- Recognize challenges as learning opportunities
- Evaluate often and adapt to emerging needs and issues
- Recognize the difference between governance and management
- Remain positive and encourage the Board to speak with one voice
- Plant the seeds for succession through verbal contact with members

Utilize your State Board Representatives and CPRS Staff for support

- Ask your representative to attend your training and/or award/installation event
- Ask for help
- Call CPRS HQ for training event speakers or support
- Utilize CPRS survey and research data to make informed decisions

Plan each agenda

- Have an outcome for each agenda item
- Add times to each agenda item
- Be sure all speakers are prepared and ready
- Recap decisions made and end with a thank you

Evaluate Your Work

To ensure the work you are doing is meeting the needs of the members, as well as supporting the ENDS of CPRS, it is important that you evaluate the work you and your District or Section Board is doing. CPRS has collected a number of tools you can use to evaluate not only your work, but also the work being done by your leadership team. In addition, CPRS HQ can assist you with a variety of online survey tools to help make the evaluation process even easier.

Tools available to you, via our online library:

- CPRS online survey instrument
- SWOT Analysis outline
- SOAR Analysis outline
- CPRS Board Self Evaluation
- District / Section Evaluation of the CPRS State Board

Have an evaluation tool you use and would like to share? Please send it to John at john@cprs.org!

Meeting Minutes

Meeting minutes capture the essential information of a meeting – who attended, decisions made, and assigned actions.

Minutes are **not** a record of who said what.

How to Format the Minutes

1. Name of the organization, start and end time, date, meeting location, and attendees

   List all attendees:

   a) Board members with their board titles

   b) Absent Board members

   c) Guests
2. Record all motions

   a) Approval of the agenda with any additions / deletions

   b) Approval of the last meeting minutes and approve any amendments to the minutes

   c) Acceptance of financial reports (motion should be to "accept" not "approve")

   d) Actions taken during the meeting

   e) Approval to end meeting
3. How to record motions

   a) The chair should re-state the motion before the vote is taken to ensure it is written correctly and all attendees are clear on the motion. Secretary is to write down the exact words of the motion.

   b) Do not record the "maker" of the motion or who "seconded" the motion as minutes are a business document.

   c) Include the result of the vote (pass or fail); do not record individual votes. If a member wishes to have the "abstention" vote recorded, their name can appear in the minutes.
4. Discussions without decision-making should be recorded by topic, highlights of the discussion, assignments made and if the discussion will continue.

Who Should Take the Minutes

Typically the Secretary is responsible for taking the minutes. In some cases it may be a combined position with the Treasurer. As a Board member assigned this task, you will be expected to take part in the meeting AND take the minutes.

How to Take Minutes

Minutes can be typed directly onto a laptop, recorded by a voice recorder, or written on a white-board that prints what's written on it. Pen and paper are the most traditional and reliable recording tools.

Create a "minutes" template from the agenda leaving blank space to record motions, actions, and notes. This will aid in writing the formal minutes.

Minutes are Done – Now What?

1. Ask the meeting chair to review the document for errors. Once reviewed, send the minutes to attendees (present and absent). Keep a copy of the notes (and the template) for yourself in case someone wants to review them later.
2. The chair should add approval of the minutes to the group's next meeting agenda. The minutes become part of the organization's record when they are approved by the board members.
3. Once approved, upload the minutes to the District or Section's community library.

Tips from the International Association of Administrative Professionals (IAAP)

- ✓ Number your notes pages as you go so you aren't confused later. The minute-taker is responsible for providing good flow. Write the minutes in the same order as the agenda. Don't force yourself to write the minutes in the actual chronological order of the discussion - it may not work.
- ✓ Record the action items, not the discussion leading up to the action. The purpose of minutes is to record decisions made and to record actions to be taken, by whom and when.
- ✓ The recorder must be objective. Write in the same tense throughout and avoid using people's names. This is a business document; it is not about who said what.
- ✓ Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
- ✓ If you need to refer to other documents, attach them in an appendix or indicate where they may be found.

Parliamentary Procedures 101

What is Parliamentary Procedure?

Parliamentary procedure, or parliamentary law, is the code of rules and ethics for working together in groups.

The CPRS Bylaws states *Sturgis Standard Code of Parliamentary Procedures* shall be used.

Parliamentary procedure is **not** synonymous with the book *Robert's Rules of Order*.

What are the Principles of Parliamentary Procedures?

"The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony." *Sturgis*, p. 7.

The fundamental principles of parliamentary law as stated by Sturgis:

- All members have equal rights, privileges, and obligations.
- The majority vote decides.
- The rights of the minority must be protected.
- Full and free discussion of every proposition presented for decision is an established right of members.
- Every member has the right to know the meaning of the question before the assembly and what its effect will be.
- All meetings must be characterized by fairness and by good faith.

Standard Order of Business for Meetings

A meeting should not be called to order until a "quorum" is established.

- A quorum is the number or proportion of the members of an organization that must be present in order to transact any business.
- The quorum should be defined in the bylaws. In the absence of a provision regarding quorum, common law provides that a majority of members constitutes a quorum.
- Once a quorum is present, the meeting and business may proceed. Quorum refers to the number of members present, not to the number of members voting. If a quorum is present, a vote is valid even though fewer than the quorum votes.

"Order of Business" is the established sequence in which business is taken up during a meeting. It is a blueprint for meetings and provides a systematic plan for the orderly conduct of business. If the bylaws do not include a standard order of business, parliamentary law has established the following pattern after the Call to Order by the chair:

1. Reading and approval of minutes: if copies of the minutes are made available, the actual reading may be waived. Following any corrections or additions, the minutes should be approved. Approval of the minutes is usually handled by unanimous consent.
2. Reports of Officers, Boards, and Standing Committees: the chair usually calls on only those members who have reports. A motion arising out of one of these reports is taken up immediately, since the object of the order of business is to give priority to the classes of business in the order listed.
3. Reports of Special Committees: special committees do not have continual existence, but exist solely for the purposes of a specific project.
4. Unfinished Business: unfinished business (sometimes incorrectly referred to as "old business") refers to business carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business. The following items are considered under unfinished business:
   (a) The question that was pending when the previous meeting adjourned
   (b) Any questions not reached at the previous meeting before adjournment
   (c) Any questions postponed to the present meeting
5. New Business: following any unfinished business, the chair asks, "Is there is any new business?" Members can introduce new items of business or move to take from the table any matter that is on the table.

Options in the order of business may include ROLL CALL of members, a CONSENT CALENDAR for disposing of routine business by unanimous consent, ANNOUNCEMENTS or a PROGRAM. Any item of business can be taken out of its proper order by adopting a motion to suspend the rules with a two-thirds vote, although this is usually arranged by unanimous consent.

Making a Motion

I Move That...

A "motion" is a formal statement of a proposal or question to an assembly for consideration and action. An "assembly" is a group in a meeting.

A motion is brought before the assembly with three steps:

1. A member makes the motion.
   ("I move that . . . .")
2. Another member seconds the motion.
   Seconder does not need to be recognized.
3. The chair restates the motion.
   "It is moved and seconded that (or to) . . . ."

Once properly before the assembly, a motion is considered in three steps:

1. Members debate or discuss the motion (unless undebatable)
   Preference in recognizing order of debate:
   (a) Member who made motion
   (b) Member who has not yet spoken a first time
   (c) If possible, alternate for and against
2. Chair then puts motion to a vote
   "The motion is on the adoption of . . . ."
   (By voice vote)
   "All those in favor of the motion, say aye."
   "Those opposed, say no."
3. Chair announces result of vote
   "The ayes have it and the motion is adopted." (or)
   "The noes have it and the motion is defeated."

M	-	S	-	D	-	Call
Motion		**Second**		**Discussion**		**Call for Vote**

Registration options for your District or Section Event

Event Registration Options

HQ does it all…

Let us take on the task of event registration, fee collection and roster management! Need a reference for how this works? Chat with the folks in charge of CAMS. They have been working with HQ for several years now, using our HQ managed online registration system.

Simply contact Tammy, Director of Finance, and she can assist you in setting up your registration form online and payment options. We'll keep you updated as often as you'd like on registration numbers and will provide you with a full roster just prior to your event.

Once your event is over and all expenses have been covered, we will provide you with a check for any funds remaining.

Cost to a District or Section for this option:

We will charge a small fee per registrant, to help cover the cost of credit card fees and staff time.

We partner…

Let us help with just a few of the details!

This is a great option if you just need a bit of assistance. We can provide you with the following resources…

Online registration – HQ managed or District/Section Managed

Speaker or Session assistance – we have a HUGE database of excellent speakers and previously submitted sessions, on almost any topic. Contact HQ, crystal@cprs.org, to find your perfect speaker or session!

Marketing assistance – we have a database of over 8,000 park and recreation professionals – members and non-members, we can market to. Want to ensure your Aquatics Section event goes to everyone who has 'aquatics' in their title? Call HQ! Need to connect with members who may have recently dropped section membership? Call HQ! Susan, Director of Membership & Marketing is your link here.

Marketing options

Through HQ

Online calendar – Even if you aren't using our online registration system, consider marketing your events and meetings on our website calendar. This will allow ALL CPRS members the opportunity to see what you are offering, and participate if they wish!

e-blasts – We have a pretty great e-blast system that is connected to our membership database. Please reach out to us with your marketing needs and we'll work to get the word out to your District and Section members, as well as those non-members.

P&R weekly – Have a bit of news you'd like to share? Want to get the word out about your meetings or events? Consider adding them to our monthly e-news, P&R Weekly! Information must be to John, Director of Communications, no later than NOON each Thursday, to be included in the following weeks newsletter.

CPRS FB page, Twitter, Instagram – We are SOCIAL! Follow us, invite us to follow you and let's get social together. For even greater exposure, ask CPRS to co-host events on Facebook!

Labels – If you'd like to connect the 'snail mail' way, we've got that covered too. Simply call Susan or Bea at HQ and they can get you a set of labels for the segment of the membership you are trying to reach.

Know that your HQ Staff are here to support YOU and the work you do on behalf of CPRS. Please reach out to us with your challenges and ideas. Chances are good we can help!

CPRS Conference & Expo

How Districts and Sections should be involved in the CPRS Flagship Event!

Plan and host an intensive!

Tuesday or Friday of conference, your choice

HQ can assist in planning, as much or as little as you'd like

Registration runs through CPRS as part of the overall conference package

Cost considerations for a conference intensive:

- Room rental
- Linens
- Food & beverage

Submit Session(s)!

Call for sessions is available year-round, online.

Program committee begins selection process in July each year.

We can market sessions as 'sponsored by' your District or Section.

Speaking of Program Committee…

Assign/appoint a representative to the Program Committee, we're always looking for a few good volunteers to help with this process. Connect with Crystal at crystal@cprs.org to join the team!

Sections Only…

Be a part of the CPRS Booth!

Sections are invited to promote Section membership in the booth, participate in the 'theme' of the booth, provide information on their upcoming programs and events, and hand out swag.

Cost: Approximately $300, to help defray cost of booth amenities (carpet, tables, chairs, electricity, etc…)

CONNECTIONS
CPRS CONFERENCE & EXPO

2022	March 8-11, 2022	Sacramento
2023	April 3-6, 2023	San Diego
2024	March 11-15, 2024	Sacramento

Resources

Resources

Resources available to help your District or Section be Successful!

Monthly Membership Reports

Available from HQ, monthly reports are sent via e-mail to District and Section President's and posted in our online Leadership Resources Library. Feel free to call HQ at any time for a full membership report… we're happy to assist.

Technology

- Online Community
  - -Forum/discussions
  - -Library
  - -E-mail blasts
- Find a member
- Buyers Guide
- Event Registration, including marketing pages
- Electronic voting

ZOOM Video Conferencing

CPRS HQ has set up a video conferencing service called Zoom. This service is open to all CPRS Districts, Sections and Committees to use for CPRS purposes. No need to download any software, Zoom is a cloud based solution you can use with any camera enabled device. No camera? No problem! This service also allows for telephone/audio only communication as well.

Procedure to schedule a Zoom Conference:

Send an e-mail to Stephanie at stephanie@cprs.org with the following information:

- Name of group setting the meeting
- Purpose of meeting
- Date and time of meeting

We will schedule your meeting and send the requester the necessary log in information to share with attendees.

Please allow at least one week to set up your meeting.

Please DO NOT re-use log in information as each meeting is unique.

There is NO FEE to use this service, outside of normal long distance call fees from your telephone service provider.

Your Best Resources?

HQ Staff

State Board members

EACH OTHER!!!

Who to Call at Headquarters?

CPRS Staff Ready to Assist

You can reach all staff members at CPRS HQ, **916-665-2777,**
Monday - Friday, 8:00 a.m. - 5:00 p.m.

Stephanie Stephens, Executive Director
x3005, stephanie@cprs.org
Contact for: Board of Directors, Conference administration, Advocacy, Parks Make Life Better!®, Awards, Customer service issues

Tammy Campos, Director of Finance
x3011, tammy@cprs.org
Contact for: Financial, Event Set-up for HQ registration option & insurance issues

Crystal Bolaños, Director of Education
x3010, crystal@cprs.org
Contact for: Training/education, Conference Educational Program, Technical Assistance, Professional Development Committee, Distance Mentoring

John Glaeser, Director of Communications
x3006, john@cprs.org
Contact for: Certificates/Resolutions, Publications, Website

Beatriz Godinez-Muñiz, Membership Services Coordinator
x3001, bea@cprs.org
Contact for: Mailing labels and lists, Membership/dues, Product & information sales, Exhibits sales

Susan Wipf, Director of Marketing & Membership
x3002, susan@cprs.org
Contact for: Conference exhibits, Marketing & Member Development

CPRS Initiatives

CPRS Initiatives

Two major initiatives managed by HQ should be on your radar screen. Both come with a set of tools and resources for you to use and both should be a cornerstone for the programs and events you provide members .

California Action Plan (CAP)

ADVANCING PARKS AND RECREATION

Working together, professionals from across the State of California have envisioned the future of parks and recreation. Along with our partners from MIG, we've created a plan to proactively address the trends and challenges we foresee as professionals. These directions are summarized in the California Action Plan: Guiding the Park& Recreation Profession (CAP).

The CAP builds on the 1998 VIP Project: Creating Community in the 21st Century (VIP Plan). The VIP Plan's vision and many strategies have proven to be timeless and are still relevant today. However, our profession has grown and changed over the last 20 years. New recreation trends and changing demographics influence the services we provide; different organizations, partners, and professionals are involved; new technologies impact the way we do business: and new tools are needed to guide us.

The VIP Plan is still in effect and is our guiding strategic plan.

The CAP is a living document with actionable resources to support our work.

The CAP is launched simultaneously with new tools to support professionals in the field. It is intended to evolve as CAP Action Teams continue to develop, test and launch new tools—and connect professionals to existing resources—to achieve our professional goals for the future.

Strategies and Actions

The California Action Plan identifies five key strategies for enhancing parks and recreation opportunities. We must advocate, communicate, evaluate, innovate, and collaborate in the next five years to enhance communities across the State.

Visit www.cprs.org/resources/cprs-positioning/cprs-cap for more information and to access our CAP Tools!

Parks Make Life Better!® Branding Campaign

The goal of the Parks Make Life Better!® branding campaign is to raise awareness of the benefits of parks and recreation throughout California and to raise the status of parks and recreation as an essential community service. When all 525 park and recreation agencies in California unite under one banner and communicate clearly and concisely the key messages of the Parks Make Life Better!® branding campaign, we will reach our brand objectives:

- Build loyalty for parks and recreation services
- Heighten the profession's bargaining power and independence
- Stimulate growth
- Attract talented people to the profession
- Involve the public
- Gain greater resources and support

This campaign is far more than just placing the Parks Make Life Better!® logo on your activity guide or staff shirts. It is a movement that relies on every staff person who has any contact with the general public to understand that his/her actions help shape the brand that is Parks Make Life Better!®.

CPRS has created a wealth of information and resources on branding parks and recreation. Please find below the information you need to start or continue your work on the brand Parks Make Life Better!®.

Parks Make Life Better!® logo

The Parks Make Life Better!® logo is a service mark and is the property of the California Park & Recreation Society (CPRS). CPRS grants use of the Parks Make Life Better!®logo to individual and agency CPRS members upon return of a Logo Use Agreement signed by a CPRS member.

Parks Make Life Better!®

Visit www.cprs.org/page/parks-make-life-better for more information and to access our key messages and resources!

California Action Plan

To learn more, visit our Website at https://www.cprs.org/resources/cprs-positioning/cprs-cap

Top 10 Things You Need To Know!

Top 10 Need To Know about CPRS!

1. Membership database changes DAILY!

We recommend you NOT create, use, or distribute your own membership list.

For the most up-to-date list, connect with your District/Section members using your online community!

2. Tax Status

CPRS and all our affiliated Districts and Sections are considered a 501(c)6 trade association by the IRS.

Contributions, including sponsorships, are not deductible as a charitable contribution. Membership dues may be deductible as a business expense.

3. CPRS Fiscal Year is May 1 – April 30

An end of year financial report is due to HQ no later than May 31 each year.

4. Financial Reports Due May 31

Annual financial reports are due by May 31 of each year, for each District or Section.

5. Insurance Coverage

CPRS maintains general and comprehensive liability coverage for all District, Region and Section programs and events. Need a certificate of insurance for one of your events? Call Tammy Campos at HQ!

Travel and Directors and Officers insurance coverage is also provided for each of our leaders.

6. Election Cycle starts NOW!

Ballots are distributed to members in January each year. Refer to page 14 for more information on our election process and costs associated with electronic balloting.

7. Tech Tools Available

Zoom; online community; file library; e-blast… oh my!

8. CAP

A great cornerstone to build your professional education and leadership development programs around.

9. Bylaws are the framework; Resource Manuals are your walls, decorations and furniture!

10. There are NO dumb questions…

If you are questioning it, chances are good others are as well. Before you re-create the wheel, call HQ or your Region or Section Rep and ask. We're all here to help!

Who You Gonna Call?

HQ Staff

Your Region or Section Rep!

A State Board member!

EACH OTHER!!!

The Answer Book

cprs

advancing california's
park & recreation profession

The one simple answer?
Call CPRS HQ
916-665-2777